

Civil Service Commission

Department Description

The Civil Service Commission is part of the checks and balances of city government. It maintains a merit system of employment to ensure that the City of Columbus has a competent workforce. To do this, it manages the city's job classification plan by maintaining current job descriptions for the city workforce, continually updating the city's job classes and standardizing their use. The commission also works with city agencies to establish hiring criteria for city jobs and then assesses the qualifications of applicants against these criteria. The commission ensures that individuals hired to work for the City of Columbus are qualified for the work to be performed, are compensated appropriately and meet the city's residency requirement. Each pay period, the commission reviews each personnel transaction and then certifies that the city's employees have been employed and are being paid in accordance with the City Charter, city ordinances and commission rules.

Department Mission

To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens.

Strategic Priorities for 2006

From the Columbus Covenant:

Customer Service

- Integrate customer services competencies into all aspects of employment for 311 Call Center employees.

Safety

- Conduct both police officer and firefighter testing and continue to provide support necessary to promote police and fire personnel into the higher ranks.

Peak Performance

- Collaborate with the Human Resources Department to enhance the city's human resources information system (HRIS).

2006 Budget Issues

- The Civil Service Commission's budget provides for 32 full-time positions. Due to the Commission's staffing level, it will continue to carry out its responsibilities in 2006 at its reduced office hours (i.e. open to the public three days a week).
- Promotional testing for fire deputy chief, fire battalion chief, police lieutenant and police captain will be conducted. Also, firefighter testing will be conducted.

Budget and Performance Measure Summary

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2003 Actual	2004 Actual	2005 Original Appropriation	2005 Estimated Expenditures	2006 Proposed
Civil Service Commission	\$ 2,570,245	\$ 2,612,960	\$ 2,727,267	\$ 2,751,237	\$ 3,126,888
TOTAL	\$ 2,570,245	\$ 2,612,960	\$ 2,727,267	\$ 2,751,237	\$ 3,126,888

DIVISION SUMMARY BY CHARACTER					
CIVIL SERVICE COMMISSION EXPENDITURES SUMMARY	2003 Actual	2004 Actual	2005 Original Appropriation	2005 Estimated Expenditures	2006 Proposed
Personnel	\$ 2,431,439	\$ 2,256,353	\$ 2,214,586	\$ 2,267,293	\$ 2,462,276
Materials & Supplies	13,488	24,114	25,500	25,500	26,010
Services	124,106	332,493	487,181	458,444	638,602
Other Disbursements	1,212	-	-	-	-
Capital	-	-	-	-	-
TOTAL	\$ 2,570,245	\$ 2,612,960	\$ 2,727,267	\$ 2,751,237	\$ 3,126,888

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2003 Actual	2004 Actual	2005 Original Appropriation	2005 Estimated Expenditures	2006 Proposed
General Fund	\$ 2,570,245	\$ 2,612,960	\$ 2,727,267	\$ 2,751,237	\$ 3,126,888
TOTAL	\$ 2,570,245	\$ 2,612,960	\$ 2,727,267	\$ 2,751,237	\$ 3,126,888

DEPARTMENT PERSONNEL SUMMARY					
DIVISION	FT/PT*	2003 Actual	2004 Actual	2005 Budgeted	2006 Budgeted
Civil Service Commission	FT	35	30	32	32
	PT	11	12	18	18
TOTAL		46	42	50	50
*FT=Full-Time PT=Part-Time					
Note: Part-time numbers reflect peak levels of employees, not average staffing levels.					

Civil Service					
Program:	Administration/Classification/Payroll Verification			2005 Appropriated	2006 Budget
Program Mission:	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens; to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	Expenditures		\$ 1,666,645	\$ 1,607,665
		Full-Time		19	17
		Part-Time		0	1
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Percentage of full-time provisional employees	0.7%	0.4%	0.2%	0.2%	2% or lower
Total number of class specifications	618	631	637	652	n/a
Number of misclassifications identified via audit	0	6	7	9	n/a
Percentage of misclassifications resolved	0.0%	0.0%	100.0%	100.0%	100.0%

Civil Service - Administration/Classification/Payroll Verification continued					
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Number of classification requests completed	15	7	8	6	n/a
Average number of days to complete classification request	89	52	90	28	n/a
Percentage of classification requests responded to within 90 days	n/a	n/a	62.5%	100.0%	100.0%
Number of position audit requests completed	24	2	15	14	n/a
Average number of days to complete position audit requests	33	46	18	25	n/a

Civil Service - Administration/Classification/Payroll Verification continued					
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Percentage of position audit requests completed within 60 days	n/a	n/a	86.7%	n/a	100.0%
Number of randomly audited personnel files	120	120	120	60	n/a
Percentage of randomly audited personnel files in compliance	99.2%	100.0%	100.0%	98.3%	100.0%

Civil Service					
Program:	Public Safety Testing			2005 Appropriated	2006 Budget
Program Mission:	To ensure that the city has a qualified workforce dedicated to serving its citizens; to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.	Expenditures		\$ 711,735	\$ 1,086,724
		Full-Time		7	8
		Part-Time		18	16
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Number of uniformed classifications	11	11	11	10	n/a
Percentage of uniformed classifications with a current eligible list	100%	100%	100%	100%	100%
Number of firefighter analyses completed	n/a	3	3	annual	n/a
Percentage of firefighter job analyses reviewed and updated within the last 4 years	n/a	100%	100%	annual	100%

Civil Service - Public Safety Testing continued					
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Number of police officer analyses completed	n/a	1	3	annual	n/a
Percentage of police officer job analyses reviewed and updated w/in the last 4 years	n/a	33%	100%	annual	100%
Number of uniformed promotional classifications	n/a	7	8	annual	n/a
Number of uniformed promotional job analyses reviewed	n/a	3	7	annual	n/a
Percentage of firefighter examinations reviewed and updated within four years	n/a	100%	100%	annual	50%

Civil Service - Public Safety Testing continued					
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Percentage of police officer examinations reviewed and updated within four years	n/a	50%	74%	annual	50%

Civil Service					
Program:	Non-Uniformed Testing			2005 Appropriated	2006 Budget
Program Mission:	To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens; to provide and maintain an accurate and comprehensive classification system to ensure that city employees are properly employed and classified.			Expenditures	
				\$ 348,887	\$ 432,499
				Full-Time 6	7
				Part-Time 0	1
Program Measure:	2002	2003	2004	Mid-Year 2005	Target
Number of new non-uniformed job analyses conducted	n/a	14	67	annual	n/a
Number of non-uniform job examinations reviewed	n/a	17	35	annual	n/a